



The City of Medina, WA Invites applications for the position of Assistant Finance Director

Salary: \$6,049 - \$8,467 per month

Opening Date: March 29, 2022

Closing Date: Until filled

The Position: Assistant Finance Director (.7 FTE – Part-time)

The City of Medina's Finance and HR Department provides the City of Medina a full range of accounting services. The department works to provide services and information to the public, the City Council, and city employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements, and City policies. Services of the department include Treasury, ensure fiscal integrity & efficient use of revenue, budgeting, long-term financial planning, financial reporting, coordinating internal and external audits, risk management, pay roll & AP, employee recruitment, benefit administration, and employee & labor relations. The department operates on a 2022 budget of \$575,000 with 1.7 FTEs including the Director.

General Function

Under general direction of the Director of Finance, the Assistant Finance Director performs complex, administrative, confidential, and technical Finance and Accounting functions required to control, maintain, and accurately report the financial operations of the City. This role provides oversight, accountability, and compliance with accounting standards.

Essential Functions

- Reviews and processes payroll, and makes technical updates to the City's payroll system, to ensure the accuracy of employees' wages, deductions, and benefit payments, including payroll tax deposit and reporting.
- Complies with City of Medina Contracted Bargaining Agreements, Medina Municipal Code Policies, Personnel Policies and Financial Policies. Interprets, applies and explains Federal and State Regulations as needed, while exercising confidentiality.

- Assists in the preparation of statistical cost analysis options for labor contract negotiations, budgeting, and other confidential matters as needed by the City Manager or Finance Director.
- Provides information, guidance and decision support to the City Manager, Director of Finance, Department Directors and City Staff.
- Assists with the daily operations of the Financial, Payroll and Cash Management Systems; analyzes and recommends process improvements.
- Provides support to the Director of Finance, Department Directors and the City Manager in the preparation of the annual budget. Assists with preparation of the City's Comprehensive Annual Financial Report (CAFR), in compliance with Washington State Budgeting and Reporting Systems (BARS) and acts as a resource for the Annual Audit.
- Prepares month-end close journal entries, monthly financial reports and quarterly tax filings (Federal and State) for review by the Director of Finance.
- Performs monthly Cash and Bank Reconciliations and internal control of cash receipts.
- Reviews Accounts Payable invoices for coding accuracy, signature authorization and documentation of receipt. Performs accounts payable processing, vendor maintenance, records filing and retention.
- Occasionally assists with Public Records Request document retrievals, copying, scanning, and redaction.
- Performs other finance and accounting duties as necessary.

Knowledge Of:

- Generally accepted accounting principles, practices, laws, codes and procedures.
- Data processing and accounting functions related to multiple financial and payroll systems.
- Payroll practices and current payroll tax law.
- General Ledger Chart of Accounts (preferably) WA State BARS compliance.
- Bank and Cash Reconciliations.
- Municipal Government Accounting.

Ability To:

- Must possess ability to be accurate, detail oriented and maintain accurate financial records and reports.
- Maintain confidentiality of payroll and other records.
- Analyze and reconcile accounting information and identify areas needing further research or correction.

- Record and input data into financial systems and make numerical calculations with speed and accuracy. Quickly grasp technical financial principles and procedures.
- Use chart of accounts and departmental budget coding for accurate financial reporting.
- Proficient in Microsoft Excel and Word.
- Organize and perform accounting and finance tasks independently with minimal direction and supervision.
- Understand complex financial and payroll systems and perform table and data maintenance as necessary.
- Operate automated payroll processing and financial software applications.
- Operate ten keys by touch and perform mathematic computations quickly.
- Communicate effectively with city staff, elected officials and the public using tact, discretion and courtesy.

Education And Experience:

- Bachelor of Science Degree in Accounting, Business or related field.
- Work experience with increasing levels of responsibility in accounting/finance, including 5 years of payroll and accounting experience.
- Successfully completed Senior Level Accounting Coursework.
- High level of skill in accounting software programs, including Municipal Government Financial Software.
- Basic month end close accounting proficiency as well as financial reporting.

Or, any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

License:

- Valid Washington state driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TO APPLY - Submit completed city job application with a resume and cover letter to City of Medina – Assistant Finance Director Recruitment, 501 Evergreen Point Road, Medina WA 98039 or email to sburns@medina-wa.gov. Application and full job description can be located on city website, www.medina-wa.gov.